



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

To: _____
Tel. No.: _____
Fax No. _____

Date: May 4, 2023
Quotation #: PS 023-05-069
ABC: _____

Attention: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

| ITEM NO: | ITEM & DESCRIPTION | QTY | UNIT | BRAND | UNIT PRICE | TOTAL PRICE |
|----------|---|------|------------|-------|------------|-------------|
| | Procurement of Common-use Office Supplies: | | | | | |
| 1 | NOTE PAD, STICK ON, 50MM x 76MM Size: 2" x 3" Color: Assorted | 400 | pad/pcs | | | |
| 2 | NOTEBOOK, STENOGRAPHER Binding: Spiral; 40 leaves ruled both sides; | 200 | pcs | | | |
| 3 | PAPER PUNCHER, 2 HOLE Punching Capacity: at least 50 sheets of 70gsm with two hole guide; with lever lock; Heavy Duty Diameter of Hole: approx. 7mm | 100 | pcs | | | |
| 4 | STAMP PAD DATER, INK Ink Color: Black; Packaging: at least 28ml per bottle In durable casing; Compatible to Shiny stamp; Not coagulate upon opening and application | 93 | bottle/pcs | | | |
| 5 | STAMP PAD DATER, INK Ink Color: Blue; Packaging: at least 28ml per bottle In durable casing; Compatible to Shiny stamp; Not coagulate upon opening and application | 93 | bottle/pcs | | | |
| 6 | STAMP PAD DATER, INK Ink Color: Red; Packaging: at least 28ml per bottle In durable casing; Compatible to Shiny stamp; Not coagulate upon opening and application | 93 | bottle/pcs | | | |
| 7 | BALLPEN, BLACK Ballpoint; 0.5mm; Color(ink): Black Good writing and drying performance | 1000 | pcs | | | |
| 8 | BALLPEN, BLUE Ballpoint; 0.5mm; Color(ink): Blue Good writing and drying performance | 1000 | pcs | | | |

| ITEM NO: | ITEM & DESCRIPTION | QTY | UNIT | BRAND | UNIT PRICE | TOTAL PRICE |
|----------|---|-----|------|-------|------------|-------------|
| | <p>Note: Supplier must warrant that in case of defective delivered item upon usage of the end-user, it will be subject for replacement. Estimated size are minimum only. The supplier will be allowed to deviate from the measurement of this RFQ provided that said deviations will be equal or greater than those stipulated.</p> | | | | | |

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within ___ days from the date of RFQ.
2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number: _____ Membership: Platinum Red
 - c. Income / Business Tax Return (for Small Value Procurement, above P500K);
 - d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required upon signing of PO);
 - e. Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.


MA. DESIREE C. ANDAYA / ANNA LORAINÉ C. ALVAR
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

rfq.osgprocurement@gmail.com